

CL MANAGEMENT

MOVE-OUT & MOVING PLANNER

Results That Move You!



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Welcome Letter

Dear Valued Resident,

Thank you for choosing CL Management LLC as your property management team.

This Move-Out & Moving Planner is designed to help you transition smoothly, help protect your deposit, and stay organized every step of the way.

Inside, you will find:

- Move-out steps & legal process
- Showings & Access guidelines
- Cleaning checklist
- Utility transfer tracker
- Moving preparation tools

We appreciate your tenancy and wish you the very best in your next home.

Sincerely,
The CL Management Team

Notice to Vacate Process (TXR-2218)

To begin your move-out process, you must submit a written request to vacate rather than renew, in your tenant portal.

CL Management will then prepare and send the official "Intent to Vacate" form and additional paperwork to start the lease ending process.

Steps:

- 1) Submit notice request in tenant portal.
- 2) Receive paperwork electronically from management company.
- 3) Complete forwarding address information, review and sign.
- 4) Communicate with management via your portal regarding move-out appointments
- 5) Please DO NOT move out of your property without the proper move-out appointment with management. ** If you choose to move out and just leave keys etc. inside the property management will consider this "Abandonment of the Property" and you will be subject to all penalties applicable Texas Property Code.**

Important:

Failure to provide a forwarding address and complete TXR-2218 may delay your move-out processing and could result in additional monies being due under your lease.

Marketing & Showing Guidelines

During the Final 30 days of your lease, the property will be shown to prospective tenants.

Tenant Expectations:

- You should receive any showing requests via text for your approval (or suggestion of alternate date/time, if needed.)
- The property should be in a showable condition, and all of your personal jewelry, medications and personal information items should be stored or packed to prevent issues from showings.
- Please do not interact with the agents or prospects during showings if at all possible. If they have questions, please direct them to speak with management.

Tip: Cooperating with showings helps avoid penalties outlined in your lease agreement.

Move-Out Checklist

30–45 Days Before

- ☐ Give Notice to Management (via Portal)
- ☐ Schedule Move Out Appointment with Management (via Portal)
- ☐ Review the Showing Process for the Property and Ask any Questions

14–21 Days Before

- ☐ Start Detailed Cleaning List
- ☐ Request Your Address Forwarding and Notify Important Contacts of New Address
- ☐ Start Organizing and Packing

7 Days Before

- ☐ Confirm Move-out Appointment with Management
- ☐ Locate all keys, garage remotes, fobs, amenity items
- ☐ Schedule Utility Transfer or Disconnect for AFTER walk through appointment
- ☐ Replace Light Bulbs, Air Filters, and Ensure Smoke Alarms are Working Properly

Move-Out Day

- ☐ Remove all belongings and trash
- ☐ Utilities ON through move-out appointment
- ☐ DO NOT leave keys inside (abandonment)

Move-Out Appointment

- ☐ Walkthrough with property management staff
- ☐ Provide trash day and mailbox details
- ☐ Turn in keys, remotes, fobs

Utility & Service Transfer Tracker

Please remember to Update the Following Contacts with Your New Address – New Tenants are not always great at letting us know if you receive items after your tenancy.

Amazon:

Bank:

Cleaning Company:

Credit Card Co:

Doctors:

Electric:

Friends that send cards and gifts:

Gas:

HR or Employer for Year-End Tax

Docs:

Insurance Providers:

Internet:

Investment Accounts:

IRS:

Schools:

Subscription Boxes:

Trash:

TX DMV and Toll Tag:

Vet and Pet Microchip:

Water:

Yard Crew:

Mail, Trash & Amenities Info

Trash Day:

Mailbox Type: ☐ Group Box ☐ Delivered to Home

Mailbox # / Location: _____

Mailbox Key if applicable: _____

Amenity Access:

☐ Fob(s) # _____ ☐ Gate Code _____

☐ Pool Key _____ ☐ Clubhouse Access _____

All key items must be turned in at your move-out appointment.

Move-Out Appointment Record

Please request via your tenant portal a move-out appointment at least 14 days prior to your move-out date. <https://metroplexmgmt.managebuilding.com>

Move-Out Date & Time Requested:

Move-Out Date & Time Confirmed with Management:

** If for any reason you will not be able to meet management at this scheduled time, you must communicate 24 hours in advance to reschedule, or all applicable penalties will be enforced. **

Maximize Your Security Deposit Refund Cleaning Checklist

General Requirements (All Rooms)

Under TXR-2006 §12(A), tenants must return the property “in a clean condition, free of all trash, debris, and personal items.”

- ✓ Remove all furniture, décor, and personal belongings.
- ✓ Dispose of trash, recycling, and bulk items — no curb or yard debris left behind.
- ✓ Sweep, vacuum, and mop all floors (including closets and under appliances).
- ✓ Have all carpets professionally cleaned and keep receipt for move out appointment.
- ✓ Dust and wipe down **all baseboards, windowsills, doors, and trim.**
- ✓ Clean all ceiling fans, blinds, window coverings, and light fixtures.
- ✓ Replace any **burned-out light bulbs** and **air filters.**
- ✓ Clean all **switch plates, outlets, and vent covers.**
- ✓ Patch only *minor nail holes* if authorized by CL Management.
- ✓ Remove **all non-permanent adhesives, hooks, or stickers.**
- ✓ Ensure smoke detectors have fresh batteries.

Kitchen & Dining Areas

TXR-2006 §10 requires tenants to maintain cleanliness of appliances and fixtures.

Appliances (Interior & Exterior):

- ✓ Clean inside/outside of refrigerator (if provided); remove all food; wipe drawers/shelves.
- ✓ Defrost freezer (if applicable) and leave doors slightly ajar after inspection.
- ✓ Clean oven, racks, broiler pan, and drip trays.
- ✓ Run self-clean cycle or use oven cleaner to remove grease/residue.
- ✓ Wipe stovetop, burners, knobs, backsplash, vent hood, and light covers.
- ✓ Clean inside and outside of dishwasher (run empty cycle with vinegar).
- ✓ Clean inside and outside of microwave (including turntable).
- ✓ Wipe down washer/dryer (if provided), clean lint trap thoroughly.

Cabinets & Surfaces:

- ✓ Empty and wipe inside/outside of all cabinets and drawers.
- ✓ Clean and sanitize countertops and backsplash.
- ✓ Polish sink basin and faucet; remove lime, rust, or food residue.
- ✓ Sweep and mop floor beneath appliances (if movable).

Maximize Your Security Deposit Refund Cleaning Checklist



Living Room, Family Room & Hallways

- ✓ Dust and clean window ledges, blinds, and door frames.
- ✓ Wipe walls and corners for cobwebs and smudges.
- ✓ Clean any built-in shelves, bookcases, or fireplaces (remove ashes/debris).
- ✓ Vacuum carpet edges, corners, and under vents.
- ✓ Clean light switches and outlet covers.
- ✓ Mop or vacuum hard floors, paying attention to baseboards and grout lines.



Bedrooms

- ✓ Clean all closets — remove hangers, storage, and shelf liners.
- ✓ Vacuum or mop floors, including closets, corners and baseboards.
- ✓ Wipe doors, handles, and closet rods.
- ✓ Clean window glass and sills.
- ✓ Remove any wall decals, nails, or adhesives.



Bathrooms

TXR-2006 §10(C) requires plumbing fixtures to be clean and operational.

- ✓ Clean and sanitize toilets, bowls, tanks, and bases.
- ✓ Scrub bathtubs, showers, walls, and doors — remove all soap scum, mildew, and calcium buildup.
- ✓ Polish chrome fixtures.
- ✓ Clean sinks, faucets, counters, and mirrors.
- ✓ Clean light fixtures and exhaust fans.
- ✓ Empty and wipe cabinets, drawers, and medicine cabinets.
- ✓ Sweep and mop all floors.
- ✓ Replace missing or damaged toilet paper holders and towel bars.



Laundry Room / Utility Areas

- ✓ Clean washer and dryer (inside and out).
- ✓ Remove lint and residue from dryer vent and lint trap.
- ✓ Sweep and mop floors.
- ✓ Clean shelves and utility sink (if present).
- ✓ Remove detergent spills, dust, or cobwebs.

Maximize Your Security Deposit Refund Cleaning Checklist

Entryway & Doors

- ✓ Wipe down front, back, and interior doors (both sides).
- ✓ Clean glass inserts and polish hardware.
- ✓ Sweep entry areas and remove cobwebs.
- ✓ Replace burned-out porch light bulbs.

Exterior Areas (If Applicable)

TXR-2006 §10(F) requires yard and landscape care.

- ✓ Mow, edge, and trim grass and flower beds.
- ✓ Remove weeds, leaves, and debris (especially pet waste).
- ✓ Sweep patios, porches, balconies, and garages.
- ✓ Remove all trash cans, tools, furniture, and décor.
- ✓ Clean garage floors and remove oil stains if possible.
- ✓ Close and secure all gates and fences.

Garage, Driveway, & Storage

- ✓ Remove all items, boxes, and trash.
- ✓ Sweep floors thoroughly.
- ✓ Wipe shelves and storage areas.
- ✓ Remove oil stains if applicable.
- ✓ Clean light fixtures and bulbs.

Final Preparation

- ✓ Confirm **utilities remain on** for inspection.
- ✓ Leave **appliances plugged in and operational**.
- ✓ Ensure **HVAC running normally** for testing and has a clean filter and returns.
- ✓ Place all **keys, remotes, fobs, and amenity passes** in the move-out envelope provided by CL Management during your appointment — *do not leave them unattended inside the home. If the property you are moving out of had carpet, you are required to submit a copy of the professional carpet cleaning receipt to management at move-out.*

****PLEASE DO NOT TRY TO DO HOLE FILL AND PAINT TOUCH-UP IF YOU ARE NOT 100% CERTAIN THAT THE PAINT DOES NOT MATCH COMPLETELY WHEN IT IS DRY. IF YOU DO TOUCH-UP AND THE PAINT DOES NOT MATCH OR LEAVES POLKA DOTS, YOU WILL BE SUBJECT TO BEING CHARGED FOR A REPAINT OF ALL ROOMS/AREAS AFFECTED.****

Notes: